

Attachment  
Circular A-118

Information on Carpooling and Vanpooling

The following organizations can provide information or technical assistance regarding the establishment of effective ridesharing programs:

|   |                         |
|---|-------------------------|
| Office of Public and Consumer Affairs         | (I-38)                  |
| U. S. Department of Transportation            | 202-426-2146            |
| Washington, D. C. 20590                       | (information packets)   |
| Ridesharing Branch (HHP-33)                   | 202-426-0210            |
| Federal Highway Administration                | FTS 8-426-0210          |
| U.S. Department of Transportation             | (information packets,   |
| Washington, D. C. 20590                       | training aids,          |
|   | technical assistance)   |
| Office of Conservation and Solar Applications |                         |
| Transportation Programs Division              | 202-376-4435            |
| U.S. Department of Energy (CS/TP)             | FTS 8-376-4435          |
| Washington, D. C. 20585                       | (information packets,   |
|   | technical assistance)   |
| Tennessee Valley Authority                    | 615-632-3152            |
| Attn: Jack Hendrie                            | FTS 8-852-3152          |
| 400 Commerce Avenue                           |                         |
| Knoxville, Tennessee 37902                    | (report on organization |
|   | and performance of      |
|   | TVA's fleet of over 375 |
|   | vanpools)               |

State Energy Offices. Located in most states. Operated by State governments with financial and technical assistance from the Department of Energy.

Metropolitan or regional councils of government. Located in most metropolitan areas. Many have programs for transportation systems management, including metropolitan-wide carpool matching programs.

Federal Executive Boards. Located in many metropolitan areas. These existing groups comprised of representatives from most agencies can be of assistance in coordinating ridesharing programs among Federal agencies.



WASHINGTON, D.C. 20503

August 13, 1979

CIRCULAR NO. A-118

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Employee Parking Facilities

1. Purpose. This Circular establishes policy governing the acquisition and allocation of Federal parking facilities and the establishment and determination of charges to be paid for the use of such parking by Federal employees, contractor employees and other facility tenants.

2. Coverage. The provisions of this Circular apply to Federal parking facilities in the United States, its territories and possessions, the commonwealth of Puerto Rico and the Canal Zone under the jurisdiction of the executive branch, excluding those operated by the Government of the District of Columbia and the United States Postal Service. The Office of Management and Budget urges elements of the Government not covered by this Circular to adopt similar policies.

At facilities jointly shared by an agency covered in this Circular with a governmental agency not covered (e.g. a building jointly shared by GSA and the Postal Service), when the facility is operated by an agency covered by this Circular, this Circular shall apply to all users of the parking facility. When the parking facility is operated by an agency not covered by this Circular, it is strongly suggested an agreement be reached among the affected agencies to follow the policies in this Circular. Employees of governmental entities, including the judicial and legislative branches located in facilities operated by GSA or other executive branch agencies, are covered by the provisions of this Circular. In any case, a uniform system shall be established to provide equal treatment for all users of the facility.

3. Background. There are many reasons for deciding to charge for parking at certain Federal installations and to further promote carpooling at all Federal installations. Several agencies (the Departments of Transportation and Energy, and the Environmental Protection Agency) have policies which attempt to encourage more efficient

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equitable number of spaces among all Federal employees and to maximize the carpooling opportunities. Such arrangements already exist at several locations. Such pooled allocations shall be administered by GSA or other agency in control of the parking facilities primarily on the basis of carpool membership without regard to agency quota and in accordance with FPMR 101-20.111 and 101-20.117.

9. Charges for employee parking.

a. Establishment of charges. Charges for employee use of Government-owned or leased parking facilities shall be assessed at all locations except where the rate, as determined in c. below, would be less than \$10.00 per month. For the initial period November 1, 1979, through September 30, 1981, the charges to be collected shall be 50 percent of the full rate scheduled to be collected. If the full rate is calculated to be between \$10.00 and \$19.99, the monthly charge between November 1, 1979 and September 30, 1981, shall be \$10.00. The full charge shall be collected after October 1, 1981.

b. Authority for charges. Authority to establish charges for the use of parking spaces is contained in the Federal Property and Administrative Services Act, as amended (40 U.S.C. 490). Comptroller General file reference B-177610 dated March 17, 1976, reviews this matter (55 Comp. Gen. 897).

c. Determination of rates.

(1) The Administrator of GSA shall determine the rate to be charged for Government furnished employee parking at each facility using generally accepted appraisal techniques. Agencies other than GSA which hold title to property and desire to arrange their own appraisals must advise GSA in writing of their intent, and shall conduct such appraisals in accordance with GSA guidelines. GSA shall review and approve all rates in accordance with 40 U.S.C. 490(k). The rates shall approximate the prevailing value of comparable commercial property in the vicinity. The rate basis will be the fair rental value of such property as used in calculating Standard Level User Charges. Fair rental value includes an allowance for the costs of parking facility management. The rates so established shall be adjusted annually by the Administrator to reflect increases or decreases in value.

(2) In instances where a parking management company is engaged to operate the facility, issue permits, provide attendants, collect fees, etc., the cost of such management